

# PROFESSIONAL JOB DESCRIPTION

**JOB TITLE:** Quality Assurance Registered Nurse

**SUPERVISOR:** Director of Nursing

**POSITION SCOPE:**

Ensures the quality and safe delivery of home health care services and nursing care services.

**RESPONSIBILITIES:**

- Ensure quality and safe delivery of home health care services. Reviews client plans of care that are developed, implemented, and evaluated per home health care agency policy and procedure.
- Assures that client case conferences are conducted in a timely manner according to agency policy and procedures. Assures that clients and client families are involved in developing client plans of care whenever possible. Assures that client clinical record documentation reflects delivery of quality and safe home care services.
- Reviews notes that assure that client conditions are assessed in every home health care visit and ensures client assessments are communicated to appropriate individuals. Reviews notes that assure that nursing interventions are implemented to meet client needs and changed conditions. Reviews notes that assure that physician orders are accurately transcribed, implemented and evaluated for client outcome in a timely manner.
- Reviews notes that assure that referral information is documented accurately, completely and in a timely manner. Reviews notes that assure that infection control and safety measures are implemented per agency policy and procedures, OSHA and state and federal regulations.
- Ensures documentation of information regarding interpretation of home health care agency philosophy, objectives and long-range plan is demonstrated as necessary.
- Participates in personal professional growth and development. Performs other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree from an accredited school of nursing
- Currently licensed in the Commonwealth of Virginia as a Registered Nurse.
- Home health care or public health nursing is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to establish positive professional working relationships with clients and their families, co-workers, and members of the community.
- Knowledge and professional work experience preferred in health administration.
- Knowledge of basic computer skills to include Outlook, Word, Access, Excel or other related programs used by the Agency.

**PHYSICAL REQUIREMENTS:**

Ability to lift patients using appropriate biomedical techniques frequently throughout the course of an eight (8) hour day, must be capable of easily lifting fifty (50) pounds of dead weight alone. Ability to walk, bend, stand and reach constantly during an eight (8) hour day. Ability to participate in sustained activity for up to three and one half (3.5) hours at a time.

I acknowledge compliance with all Agency policies and procedures regarding all federal and state regulations and the conditions of participation under Medicare. I will also adhere to all elements of the compliance plan but most particularly to those that are most relevant as outlined in my job description.

I have received a copy of and have read this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Note: This Job Description is not an all-inclusive list. Management may modify, add, remove, or assign other duties and essential functions, as it deems necessary.